

**Seattle City Charter:**  
Article XVI. Section 3.  
Personnel System and Civil Service.

All City employees shall be members of the civil service except elected officers, persons holding appointive offices established by this Charter, assistant City Attorneys, heads of departments and members of boards and commissions created by this Charter or by ordinance. Additional positions may be exempted by ordinance approved by a two-thirds vote of the City Council.

**YOUR CURRENT COMMISSIONERS:**

**CHAIR ERIC DE LOS SANTOS (MAYOR)**

Commissioner de los Santos was appointed by the Mayor in March 2012. In December 2014, Commissioner de los Santos was appointed to a second term. Commissioner de los Santos' term will expire in December 2016.

**COMMISSIONER ANGELIQUE DAVIS (COUNCIL)**

Commissioner Davis was appointed by the Council in January 2013. She was reappointed to serve a second term. Commissioner Davis's term will expire in December 2018.

**COMMISSIONER AMY BONFRISCO (EMPLOYEE)**

Commissioner Bonfrisco was elected by the City of Seattle Civil Service employees by a special election held in November 2016. Ms. Bonfrisco serves as the Utility Hearing Officer for Seattle Public Utilities. She has been with the City since 2008. Ms. Bonfrisco's term will expire December 2017.



**WHERE TO GET MORE INFORMATION:**

For additional information about the Civil Service Commission, go to: <http://www.seattle.gov/civil-service-commission>

**At the site you will find:**

- Biographies of the Commissioners
- Instructions for filing an appeal
- Appeal Forms
- The Commission's Rules
- Meeting Dates, Agendas and Minutes
- Links to other resources and information

**You may also contact the Commission at:**



**Telephone:** (206) 233-7118  
(206) 386-1301  
**Fax:** (206) 684-0755



**Mailing Address:**

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700 Fifth Avenue, Suite 1670  
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Seattle, WA 98124-4729

**Interoffice Mail:** SMT-16-01



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Accommodations for people with disabilities  
provided upon request.



**City Of Seattle**

**Your Seattle  
Civil Service Commission**



**Seattle City Charter: Article XVI. Section 5.**

**CIVIL SERVICE COMMISSION**

There shall be an independent three-member Civil Service Commission to hear appeals involving the administration of the personnel system.



## WHO ARE WE?

The Seattle Civil Service Commission is an independent board that was established by an amendment to the Seattle City Charter in 1979. The Commission has three

members.

The Mayor and City Council each appoint one Commissioner and City employees in the classified service elect a Commissioner. Each Commissioner serves a three-year term. An Executive Director and Administrative Staff Assistant staff the Commission.

## WHAT WE DO?

The Commission hears appeals regarding personnel actions and decisions. The Commission ensures that the action or decision follows City rules, policies, laws and procedures. The Commission has the authority to reverse personnel actions and decisions if it determines the Personnel Rules or City Policies were not followed.

In addition, the Commission investigates charges of undue influence by elected officials on hiring decisions and reviews rules, policies, programs, and legislation related to the City's personnel system. The Commission may also make recommendations regarding the personnel system to the Mayor and City Council.

## WHO WE SERVE?

Most regular City employees are members of civil service and served by the Commission.

Positions may be exempted from Civil Service when they exhibit the following criteria:

1. Positions requiring a particularly high degree of professional responsiveness and individual accountability; or
2. Positions requiring a confidential or fiduciary relationship with the appointing authority; or
3. Judicial positions requiring insulation as a third branch of government.

Exemptions include Department Heads, Superintendents, and other positions in the Executive series.

Exemptions are listed in SMC 4.13 Exemptions from Civil Service.

## WHAT TYPE OF ISSUES MAY BE BROUGHT TO THE COMMISSION?

The Commission hears appeals related to Personnel actions and decisions. This includes appeals related to discipline and alleged violations of Personnel rules, laws and policies.

### APPEALS OF DISCIPLINARY ACTIONS INCLUDE:

- **Suspensions-Demotions-Discharges/Terminations**

### APPEALS INVOLVING PERSONNEL LAWS, RULES AND POLICIES INCLUDE:

- **Hiring and Employee Selection**
- **Classification or Compensation**
- **Employee Evaluation Process**
- **Out-of-Class Work Assignments**
- **Promotions, and**
- **Political Patronage**



## WHEN MUST AN APPEAL BE FILED?

Before filing an Appeal, an employee must go through the intradepartmental (internal) grievance procedure outlined in Personnel Rule 1.4 and SMC 4.04.240. Consult with your management or human resources staff for more information about the procedure within your department.

**Appeals to the Commission must be filed within twenty (20) calendar days of the Step 3 Grievance Response.**



## TIME LIMITS FOR APPEALS

**Most employees receive notice that they may file an appeal with their written personnel decision. The following are critical times in the appeal process.**

- The Commission must receive an appeal within twenty (20) calendar days after receipt of the Step 3 Grievance Response.
- The Appellant, the Department and the City's Personnel Director, receive a acknowledgment of receipt letter and copy of the appeal.
- The Executive Director of the Commission usually determines who will hear the appeal and assigns the appeal to the Presiding Officer.
- If an attorney represents the appellant or department, the attorney should file a Notice of Appearance as soon as possible.
- An Appellant or other party has twenty (20) days to respond to an Order from the Commission.
- Responses must usually be filed within (7) days following the date the document needing a response is received.
- The Presiding Officer will issue a decision on an appeal within thirty (30) days after the appeal process is over (close of the record).
- An Appellant must request the Commission to review a decision of Presiding Officer within ten (10) days following the date the decision is issued.
- When the Commission hears an appeal, a decision will be issued within ninety (90) days of the close of the record.
- A reconsideration of a Commission decision must be requested within ten (10) days of the decision.
- Commission decisions are final and become the Findings of Fact, Conclusions of Law, and order of the Commission fourteen (14) days following the decision, unless a judicial review is requested before that time.